Academic Update  •  Course Request Form (Complete and return within two weeks, and no later than November 28)
PREPARING FOR REGISTRATION

Request Courses

☐ Review the information below and course descriptions on the SU Abroad website.

☐ Complete the Course Request Form following these instructions.

☐ Take completed Course Request Form to your advisor to ensure your course plan will keep you on track for graduation.

→ It is helpful to print and provide your advisor with descriptions of all the courses you want to get approved.

Return Form to SU Abroad

☐ Return form within two weeks of receipt and no later than November 28.

☐ Bring a copy of this form with you to Santiago. Registration will occur in Santiago.

GRADES AND ACADEMIC RESOURCES

➢ Grades for Chilean university courses are not posted to your SU transcript until early September so you should ensure that this timing will not adversely affect you academically or in terms of financial aid awarding. At Syracuse University, all work for registered classes must be completed on or before the degree certification date. If you are a graduating senior, you should seek advice from your home college regarding your degree certification date.

➢ Information on enrollment policies, grades, SU library resources, registration, and internships as well as general tips on adapting to the Chilean academic system can be found in Preparing To Go. Visiting students should also look in this publication for information on transfer credit and requesting an SU transcript.

➢ You should carefully review academic policies applicable to all SU Abroad programs.
COURSE INFORMATION

Cuenca Immersion: Pre-semester Intensive Spanish Language/Internships

If you are participating in the four-week Cuenca, Ecuador immersion program, you will register for one of the courses listed below. If you have completed less than 4 semesters of college-level Spanish, this will be a Spanish language course, with the level confirmed by a placement exam.

- **SPA 280.1** – Intermediate Spanish I (4 credits)
- **SPA 280.2** – Intermediate Spanish II (4 credits)
- **SPA 380.1** – Advanced Spanish: Culture, Conversation and Grammar (3 credits)
- **SPA 480.1** – Indigenous Culture and Literature of the Andes (3 credits)
- **IRP/PSC/IPA 470** – Experience Credit/Internship (3 credits)

→ You must submit the Internship Request Form with the program application (this is found under Application Questionnaires). See [Preparing To Go](#) for more information on Cuenca internships.

### Required Courses

All undergraduates are required to take the following courses:

- **The Santiago Signature Seminar** ([HST 406/PSC 428/IRP/LAS/SPA 334 – Contemporary Issues in Chile and Latin America; 3 credits](#)) *Instruction is in Spanish; students not registering the course for SPA credit may attend optional review sessions in English.* You may not drop the Signature Seminar.
- **A Spanish Language Course**: See [below](#) for more information and exemption.

**Not all courses listed on our website are offered every semester.** The Chilean universities do not confirm their offerings and credit allocations until shortly before the start of the semester. You should *not* count on taking or fulfilling degree requirements with a particular Chilean university course and are advised to have several alternate courses in mind and approved by your home college.
Additional Courses

- **SU Center Courses:**
  - GEO/LAS 537 – Environmental Policy in a Developmental Context (3 credits); Instruction is initially in a combination of English and Spanish and progresses to all Spanish by semester’s end. In the event of low student interest, this course will be offered as an independent study.
  - HST/IRP/LAS/PSC 424 – Dictatorships, Human Rights, and Historical Memory in Chile and the Southern Cone (3 credits); Instruction is in Spanish with review sessions in English (students who attend review sessions may not petition this course to count toward a Spanish major or minor).

- **Spanish Language:** Registration in a Spanish language course is based on a placement exam. You are required to study Spanish unless you place out of SPA 480.54. Because the language courses are not directly equivalent to U.S. university Spanish courses, it is possible that a course may repeat some previous study. Classes carry three credits.
  - SPA 380.2 – Advanced-Intermediate Spanish I
  - SPA 480.53 – Advanced-Intermediate Spanish II
  - SPA 480.54 – Advanced Language Usage

  ➔ Obtain approval for the most appropriate Spanish language course(s), based on your background in the language. Visiting students should refer to the course descriptions on our website and consult with an advisor in the languages department of your home school to select the appropriate language level which will be confirmed with a placement test in Santiago.

- **Chilean University Course Offerings:**
  ➔ Dozens of Chilean university courses (identified by the 280, 380, 480 or 580 course number) have been pre-approved for Syracuse University credit.
  ➔ You will typically take 1-3 of these classes, but should have additional courses approved by your home school in case of course cancellation or schedule conflicts.
  ➔ Not all of these courses will be available this spring and Local universities do not confirm their offerings until just before the start of classes. We cannot guarantee specific course offerings. Therefore, you should not count on taking or fulfilling specific degree requirements with a particular course, but should have several alternate courses in mind and approve by your home college.
  ➔ The final list of course offerings and the course schedule will only be available after you arrive in Chile.
  ➔ Nearly all courses are conducted in Spanish and carry 2-4 credits with credit allocation subject to change depending on total number of hours the course meets in a given semester.
COURSE REQUEST FORM INSTRUCTIONS

Checklist for Students

RETURN this form by November 28. This is not a pre-registration form (you will register in Santiago) nor does it guarantee enrollment in the courses approved by your advisor.

☐ Check that your course plan includes at least 12 credits during the regular semester (not including credits earned during the Cuenca Immersion Program). You may register for up to 19 credits, including the Signature Seminar credits and credits earned during the Cuenca Immersion Program, at no additional charge.

☐ If you are participating in the Cuenca Immersion Program, indicate the course you intend to take in Ecuador.

☐ List six SU Center and/or Chilean university courses other than the required Signature Seminar and Spanish language courses that you would like to take, in order of priority (#1 should be the course you would most like to take and #6 should be the course you would least like to take). You should seek approval for several alternate courses in the event of a schedule conflict or course cancellation.

☐ Check that none of your selected courses repeat prior study (even if the course is taught in another language). If you have any questions about whether a course covers the same or similar material to one already on your transcript, have your home institution review the syllabus for the new course.

☐ Check to be sure you have met any prerequisites for courses on your form.

☐ Using this academic update and course descriptions from our website, seek approval for all courses from your study abroad advisor, your college dean, your academic advisor and/or other authorized official(s) at your institution. Documentation of the courses your college has pre-approved will facilitate your registration overseas and the transfer of credits to your degree program.

   ▪ Visiting students: If your school requires you to use its own course approval form, you may attach a copy of your school's form to this one. If your school does not pre-approve courses as a matter of policy, please note this on the form. In either case, however, you should still list your course choices in order of priority on this form and return it to the SU Abroad office.

   ▪ SU students: Take this form to your home college recorder to ensure that the courses you select are appropriate for your program of study. You may also need to obtain some approvals from your faculty or Dual College advisor(s). Ask advisors to lift any advising hold.

☐ Make a copy of the completed form for you to refer to during registration overseas and send a copy to your home campus advisor for their files.

☐ Return the original form by November 28, whether or not you have been able to obtain school approval:
   • Mail to Syracuse University Abroad, Syracuse University, 106 Walnut Place, Syracuse, NY 13244-2650 OR
   • Fax to Holly Stillman at (315) 443-2971 or (315) 443-4593 OR
   • Scan and email to Holly Stillman

Instructions for School Officials

1. Using the course descriptions and update provided by the student, indicate your approval of a course by signing in the "Course Approval" column. Note: If one official approves all courses, s/he may check the statement at the bottom of the form and sign just once.

2. Indicate how an approved course may count toward the student's degree in the "Counts Toward" column (e.g., major, minor, elective, distribution or specific course substitute).

3. If you cannot approve a course, please indicate this in the "Course Approval" column.

4. Return the form to the student.

5. SU OFFICIALS: Please lift any advising hold!
Complete and return to the SU Abroad Office no later than November 28

Student’s Name______________________________________________________ SUID#_______________________ Grad. Date_____________

Home College______________________________________Major(s)_________________________________________ Minor ______________

Students and School Officials: Please refer to the instructions before completing this form.

- List six other semester courses, in order of priority (1 should be the course you’re most interested in taking)
- Please return this form even if you cannot obtain the signed course approvals, but be sure to talk to your advisor about which courses you may take and how they will count toward your degree program
- Please print clearly and make a copy for your own use

CUENCA PREQUEL (indicate the course you intend to take)

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<th>Course Prefix</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Course Title</th>
<th>Course Approval</th>
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SANTIAGO SEMESTER PROGRAM (list six semester courses of interest; NOTE: we cannot guarantee specific course offerings at local universities)

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___Except where otherwise noted, all courses are approved to meet degree requirements as indicated above.

School Official Signature: (SU OFFICIALS: Please lift any advising hold!)

Signature _______________________________________ Print Name and Title_________________________________________________________

Email_________________________________ Telephone No.________________________________ Fax No. _____________________ Date __________